EERE eXCHANGE User Guide

EERE's Online Application Portal

Energy Efficiency & Renewable Energy
Department of Energy

Updated July 6, 2011

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1. Introduction

1.1 Welcome

This document is a users' guide for applying to Department of Energy (DOE), Energy Efficiency and Renewable Energy's (EERE) Funding Opportunity Announcements (FOA) through the eXCHANGE website. The eXCHANGE website is the primary means to apply to EERE FOAs.

eXCHANGE facilitates the following:

Dissemination of FOA information

- Communicates details of FOAs
- Communicates answers to frequently asked questions related to EERE's Program and to specific FOAs

Application for Funding Opportunities

- Enables funding applicants to register for specific FOAs
- Enables applicants to submit Pre-Application documentation and Full Applications

1.2 Application Process Overview

The following are the major steps in the application process:

1. Register on the eXCHANGE website: provide contact information and establish a user account. Establishing an account allows an applicant to manage submissions and provides the single point of contact between EERE and the applicant. Note that multiple applications may be submitted within the same user account.
2. Review the FOA, Develop Pre-Application: the FOA document and relevant details are found on the site. The applicant should carefully consider this information when developing Pre-Application documentation.
3. Complete FOA Application, Submit Pre-Application documents: the applicant should provide information requested in the FOA application, such as: General Information, Team Members, Funds and Costs, Contact Information, Technology Readiness Level (TRL), and other Pre-Application documents such as Concept Paper or Pre-Application. This information is required from the applicant in order to successfully submit Pre-Application documentation. The Pre-Application documents must be submitted by the deadline stated in the FOA.
4. Await response for Full Application Stage: the applicant should await a response from EERE. Responses include encouraged/discouraged or invited/not invited to submit a Full Application. The applicant should receive this response within 31 days of the Pre-Application submission deadline stated in the FOA.
5. Develop the Full Proposal, Submit the Full Application: once the applicant has been notified by EERE that a full proposal and application is desired, EERE will notify the applicant via e-mail and will update the eXCHANGE web site with additional FOA documentation. The applicant must complete the proposal and submit the Full Application by the deadline stated in revised FOA.
6. Await requests by EERE for clarification or additional information: if EERE requires additional information or has questions regarding the Full Application, the applicant will be notified via e-mail. Typically, EERE will require applicant responses within four days of the e-mailed request.

7. **Await final award decision:** EERE will announce its award decisions to the successful applicants via e-mail, followed by telephone calls.

1.3 Contact Information

Send questions regarding the website to: EERE-ExchangeSupport@hq.doe.gov

2. Basic Information

2.1 eXCHANGE Home

The eXCHANGE homepage displays the following:

- Descriptions of EERE Funding Announcements, including the most current
- Deadlines for registering and submitting Pre-Application documentation and Full Applications
- A link to view details and apply to FOAs
- A link to FAQs – Frequently Asked Questions

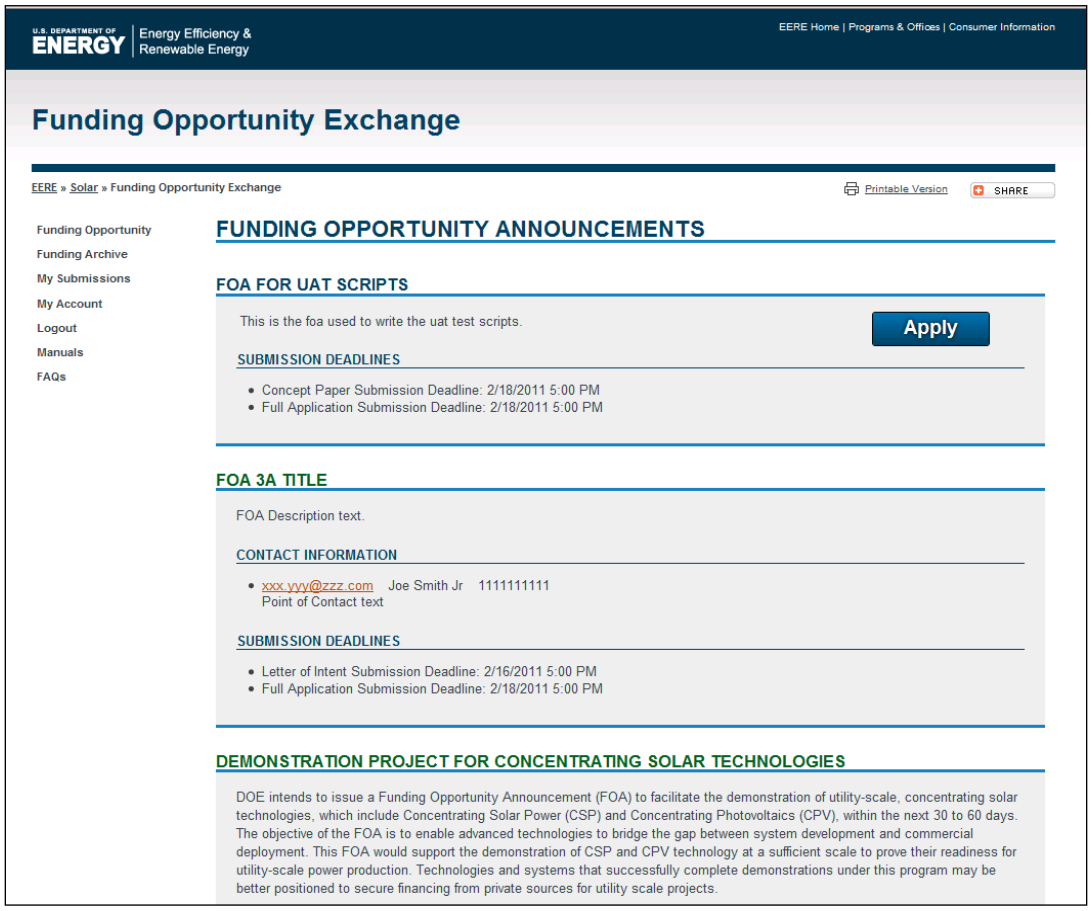

U.S. DEPARTMENT OF ENERGY | Energy Efficiency & Renewable Energy
EERE Home | Programs & Offices | Consumer Information
Funding Opportunity Exchange
EERE » Solar » Funding Opportunity Exchange
Printable Version
SHARE
Funding Opportunity
Funding Archive
My Submissions
My Account
Logout
Manuals
FAQs
FUNDING OPPORTUNITY ANNOUNCEMENTS
FOA FOR UAT SCRIPTS
This is the foa used to write the uat test scripts.
Apply
SUBMISSION DEADLINES
Concept Paper Submission Deadline: 2/18/2011 5:00 PM
Full Application Submission Deadline: 2/18/2011 5:00 PM
FOA 3A TITLE
FOA Description text.
CONTACT INFORMATION
xxx.yyy@zzz.com Joe Smith Jr 1111111111
Point of Contact text
SUBMISSION DEADLINES
Letter of Intent Submission Deadline: 2/16/2011 5:00 PM
Full Application Submission Deadline: 2/18/2011 5:00 PM
DEMONSTRATION PROJECT FOR CONCENTRATING SOLAR TECHNOLOGIES
DOE intends to issue a Funding Opportunity Announcement (FOA) to facilitate the demonstration of utility-scale, concentrating solar technologies, which include Concentrating Solar Power (CSP) and Concentrating Photovoltaics (CPV), within the next 30 to 60 days. The objective of the FOA is to enable advanced technologies to bridge the gap between system development and commercial deployment. This FOA would support the demonstration of CSP and CPV technology at a sufficient scale to prove their readiness for utility-scale power production. Technologies and systems that successfully complete demonstrations under this program may be better positioned to secure financing from private sources for utility scale projects.

Figure 1. eXCHANGE homepage

2.2 Register/Log in

In order to apply to a FOA, the applicant must create an account with EERE through eXCHANGE. First navigate to the Funding Opportunities page by clicking the Funding Opportunity in the left navigation. Once there, click the Register link in the left navigation in order to create an EERE account. Provide the requested information, as illustrated in Figure 2.

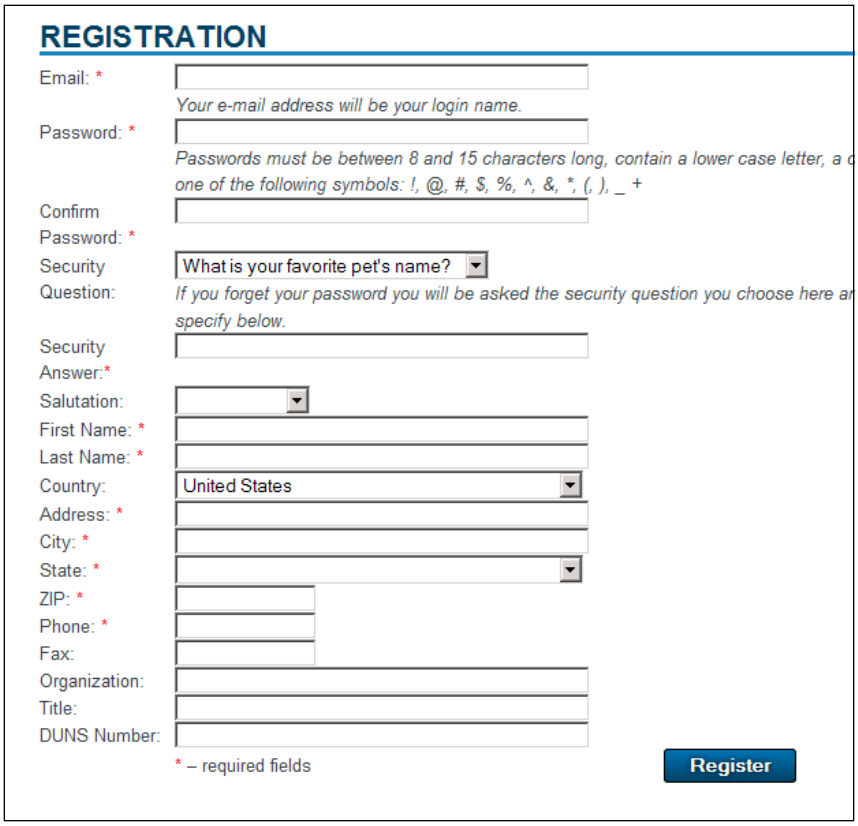


Figure 2. Applicant Registration Page

Note*: It is imperative the applicant's email address is entered correctly – please double-check this address before completing the registration process.*
Note*: A Dun and Bradstreet Data Universal Numbering System (DUNS) number is requested but not required.*
Note*: Your e-mail address will be your login name, and passwords must be between 8 and 15 characters long, contain a lower case letter, a capital letter, one number, and contain one of the following symbols: !, @, #, $, %, ^, &, *, (,), _ +*

To submit an application after registering, the applicant must be logged in. To log in click the **Login** link, which appears above the **Register** link in the left navigation

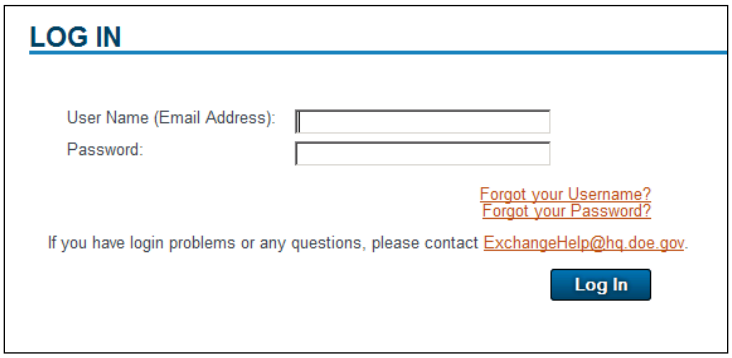


Figure 3. Log in Page

2.3 Account

Once logged in, the applicant may update account information by clicking the My Account link in the left navigation. To update information, provide the requested information and click the Update button. From this page the applicant may also change passwords by clicking the Change Password button and providing the requested information.

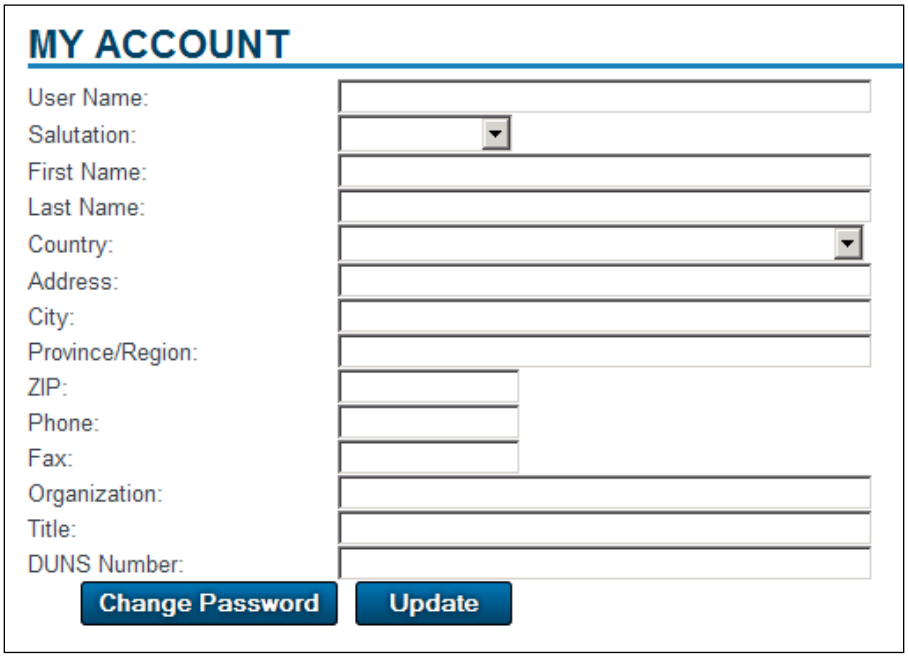


Figure 4. Account Details page

2.4 Funding Opportunity Announcements (FOAs)

The details of a FOA appear on the Funding Opportunity page, which can be accessed by clicking the link in left navigation. The FOA overview outlines the following:

- Funding Opportunity Announcement title
- Description of the funding opportunity
- Required application documents, which can be viewed by clicking the View Required Application Documents link.
- Contact information for the FOA
- Submission Deadlines

To apply to the FOA click the Apply button in the top right of the desired FOA.

2.5 My Submissions

To view submissions click the My Submissions link in the left navigation. My Submissions will list the applicant's submission(s) to all FOAs within the system.

The My Submissions tab outlines:

- Control number

- Title
- Status
- Date registered
- Lead organization
- Edit/Start Full Application
- Delete

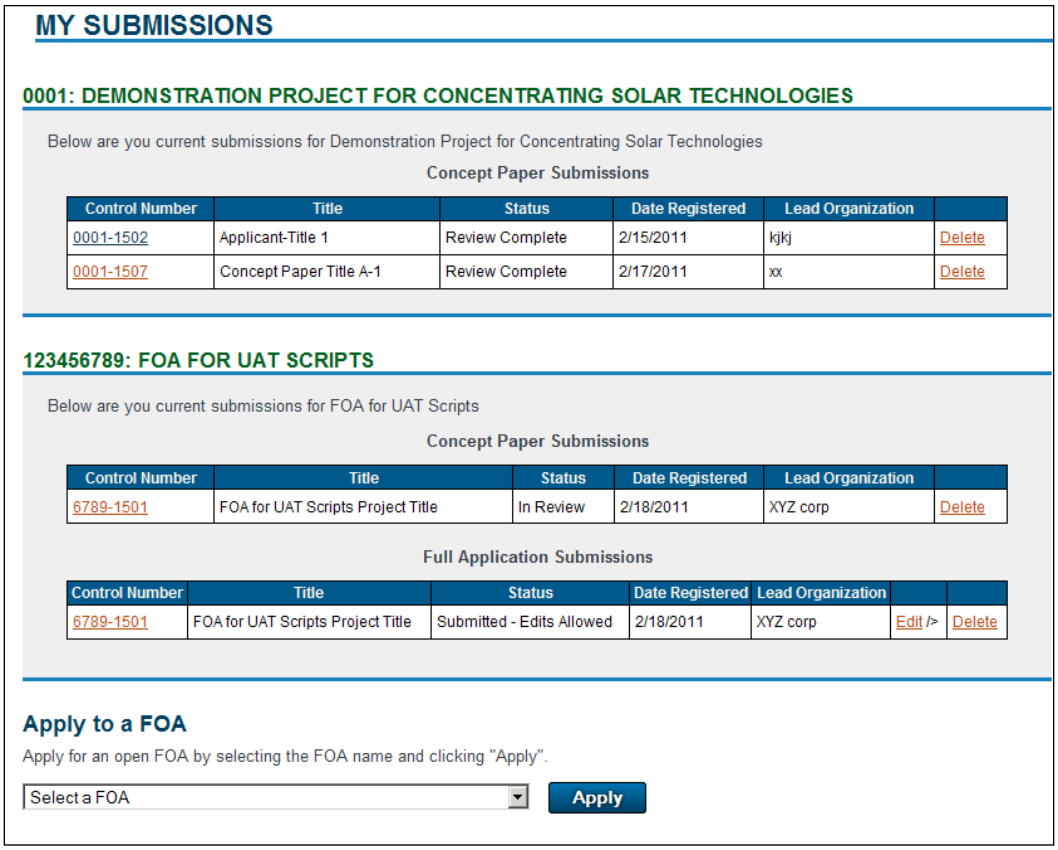

MY SUBMISSIONS
0001: DEMONSTRATION PROJECT FOR CONCENTRATING SOLAR TECHNOLOGIES
Below are you current submissions for Demonstration Project for Concentrating Solar Technologies
Concept Paper Submissions
Control Number | Title | Status | Date Registered | Lead Organization
0001-1502 | Applicant-Title 1 | Review Complete | 2/15/2011 | kjkj | Delete
0001-1507 | Concept Paper Title A-1 | Review Complete | 2/17/2011 | xx | Delete
123456789: FOA FOR UAT SCRIPTS
Below are you current submissions for FOA for UAT Scripts
Concept Paper Submissions
Control Number | Title | Status | Date Registered | Lead Organization
6789-1501 | FOA for UAT Scripts Project Title | In Review | 2/18/2011 | XYZ corp | Delete
Full Application Submissions
Control Number | Title | Status | Date Registered | Lead Organization
6789-1501 | FOA for UAT Scripts Project Title | Submitted - Edits Allowed | 2/18/2011 | XYZ corp | Edit /> | Delete
Apply to a FOA
Apply for an open FOA by selecting the FOA name and clicking "Apply".
Select a FOA
Apply

Figure 5. My Submissions page

Applications can be modified or deleted from the application process with the Edit or Delete links in the right column of the table. Applicants are advised to use caution to avoid deleting submission materials accidentally.

To create a new submission from the My Submissions page: Select the desired FOA from the drop down menu and click the Click the Apply button, as shown in the bottom of Figure 5, which will bring you to the Funding Opportunity homepage. Click the Apply button here to create a new submission and provide the requested information, as displayed in Figure 6.

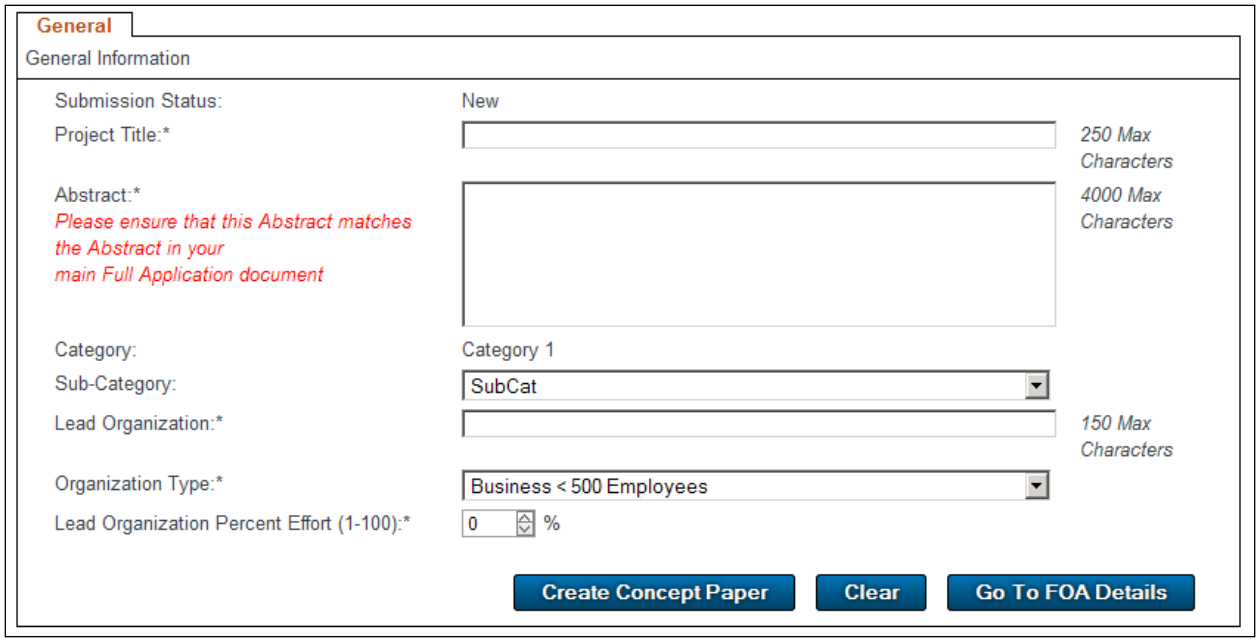


Figure 6. General Registration for Pre-Application

At this stage the applicant will be assigned a control number to be used as reference for the duration of the specific FOA application process. Click Create Concept Paper to complete the registration process. After registering, the applicant will be required to submit Pre-Application documentation as outlined in the following section.

Note*: An applicant may submit multiple Pre-Applications for the same FOA. The applicant must register each Pre-Application and eXCHANGE will assign each application a unique control number.*

Note*: The default organization is "Business < 500 Employees". Ensure the proper organization type is selected from the scroll down menu.*

3. Pre-Application Documentation

To submit Pre-Application documentation, the applicant must provide the requested information in the six tabs as outlined in this section, and shown below in Figure 7: 1. General, 2. Team Members, 3. Funds and Costs, 4. Contact Information, 5. TRL, and 6. Upload and Submit.

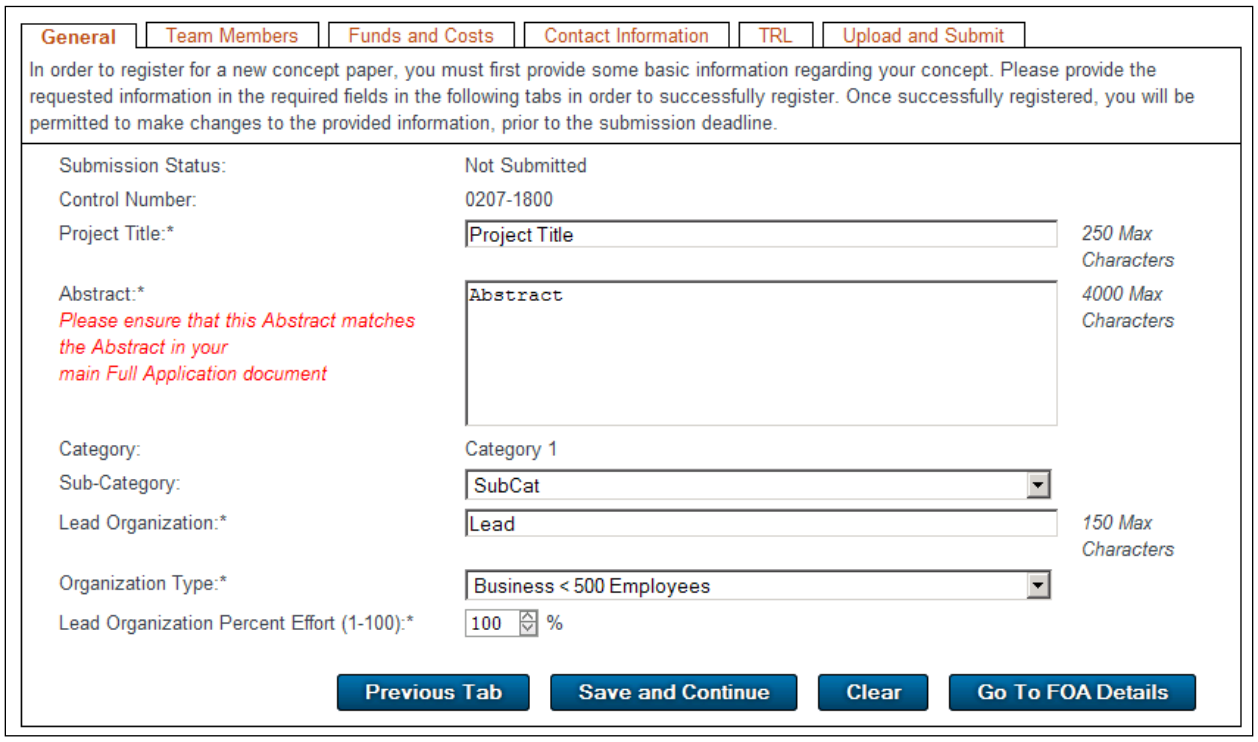

General
Team Members
Funds and Costs
Contact Information
TRL
Upload and Submit
In order to register for a new concept paper, you must first provide some basic information regarding your concept. Please provide the requested information in the required fields in the following tabs in order to successfully register. Once successfully registered, you will be permitted to make changes to the provided information, prior to the submission deadline.
Submission Status:
Not Submitted
Control Number:
0207-1800
Project Title:*
Project Title
250 Max Characters
Abstract:*
Please ensure that this Abstract matches the Abstract in your main Full Application document
Abstract
4000 Max Characters
Category:
Category 1
Sub-Category:
SubCat
Lead Organization:*
Lead
150 Max Characters
Organization Type:*
Business < 500 Employees
Lead Organization Percent Effort (1-100):*
100
%
Previous Tab
Save and Continue
Clear
Go To FOA Details

Figure 7. Pre-Application documentation with General Tab highlighted

To move to the next tab, click on the tab name. Save work at any time by clicking the Save and Continue button.

Note: *The* Go To FOA Details *button will take the applicant back to the FOA details page. Please save information before returning to FOA or open the FOA details page in another window.*

3.1 General

The General tab lists information that the applicant already provided during the initial letter of intent for a particular FOA. The abstract contained in this tab, illustrated in Figure 7 above, is the same information the applicant entered, as previously shown in Figure 6.

3.2 Team Members

To add a team member, click the Add New Team Member link. Then click the Save and Continue button and continue to the next tab. An applicant may add multiple team members through this process.

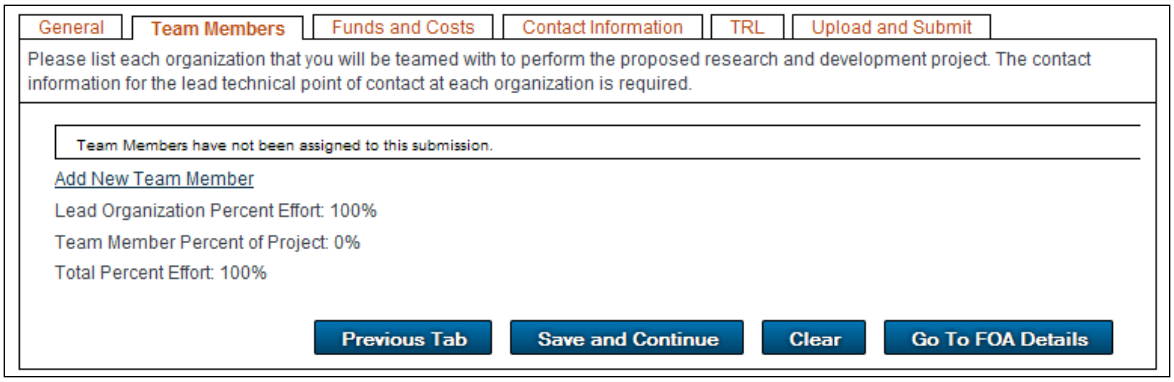

General
Team Members
Funds and Costs
Contact Information
TRL
Upload and Submit
Please list each organization that you will be teamed with to perform the proposed research and development project. The contact information for the lead technical point of contact at each organization is required.
Team Members have not been assigned to this submission.
Add New Team Member
Lead Organization Percent Effort: 100%
Team Member Percent of Project: 0%
Total Percent Effort: 100%
Previous Tab
Save and Continue
Clear
Go To FOA Details

Figure 8. Team Members Tab

Team Member Details are requested as follows:

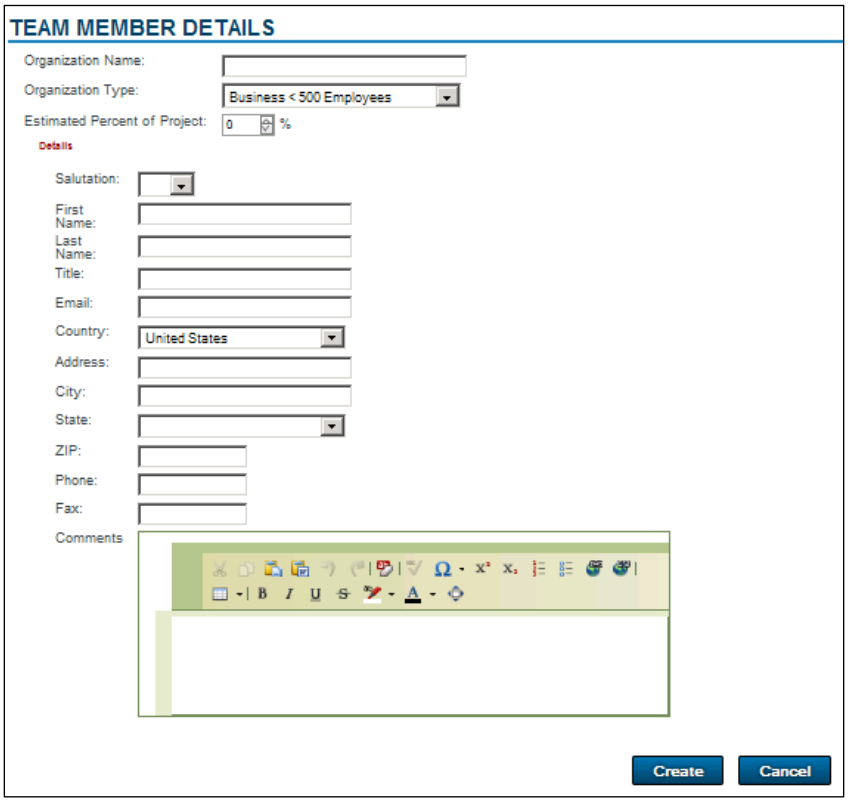


Figure 9. Team Member Information

Provide the requested information before clicking the Create button.

Note: *The default organization is "Business < 500 Employees". Ensure the proper organization type is selected from the scroll down menu.*
Note: *The lead organization's percent of the FOA effort should not be included on the Team Members tab—the percentage contributed by the lead organization was already indicated under the General tab. Duplicating that percentage on the Team Members tab will result in double-*

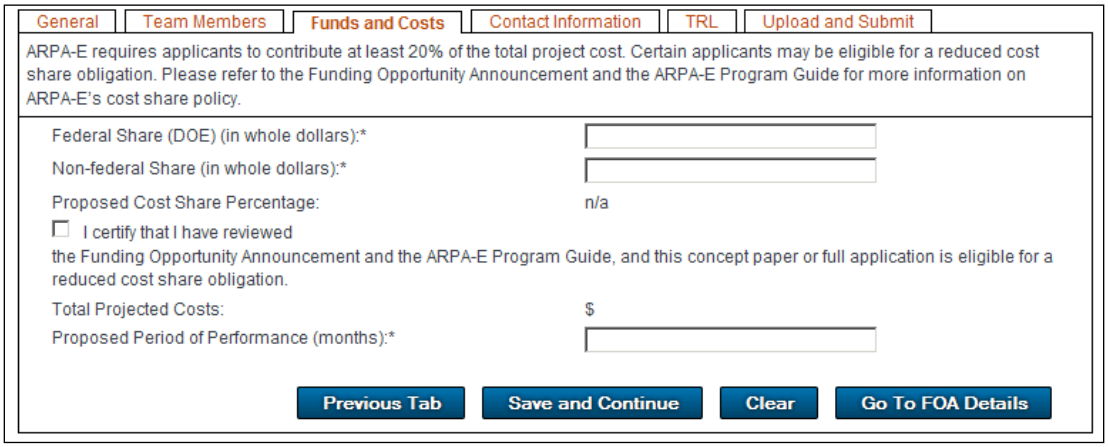
counting and will generate an error when the applicant attempts to submit Pre-Application documentation.

3.3 Funds and Costs

Within the Funds and Costs tab, provide the requested financial information. Provide projected total cost, cost share, and funds requested from EERE as in Figure 10

Note: *Cost-sharing percentage is not updated until application information has been saved. The application cannot be saved until all required field have been entered. As such, refer to cost share percentage after saving and before submitting.*
Note: *Please refer to the FOA for cost and period of performance constraints.*

Click the Save and Continue button and continue to the next tab.


General
Team Members
Funds and Costs
Contact Information
TRL
Upload and Submit
ARPA-E requires applicants to contribute at least 20% of the total project cost. Certain applicants may be eligible for a reduced cost share obligation. Please refer to the Funding Opportunity Announcement and the ARPA-E Program Guide for more information on ARPA-E's cost share policy.
Federal Share (DOE) (in whole dollars):*
Non-federal Share (in whole dollars):*
Proposed Cost Share Percentage:
n/a
I certify that I have reviewed
the Funding Opportunity Announcement and the ARPA-E Program Guide, and this concept paper or full application is eligible for a reduced cost share obligation.
Total Projected Costs:
$
Proposed Period of Performance (months):*
Previous Tab
Save and Continue
Clear
Go To FOA Details
Figure 10. Funds and Costs Tab

3.4 Contact Information

Provide one Business Point of Contact as well as one Technical Point of Contact. The Business Point of Contact should be the primary administrative contact of the lead organization. The Technical Point of Contact should be the Principal Investigator for the research & development work to be performed. This information may be updated later, prior to the submission deadline. Click Save and Continue to move to the next tab.

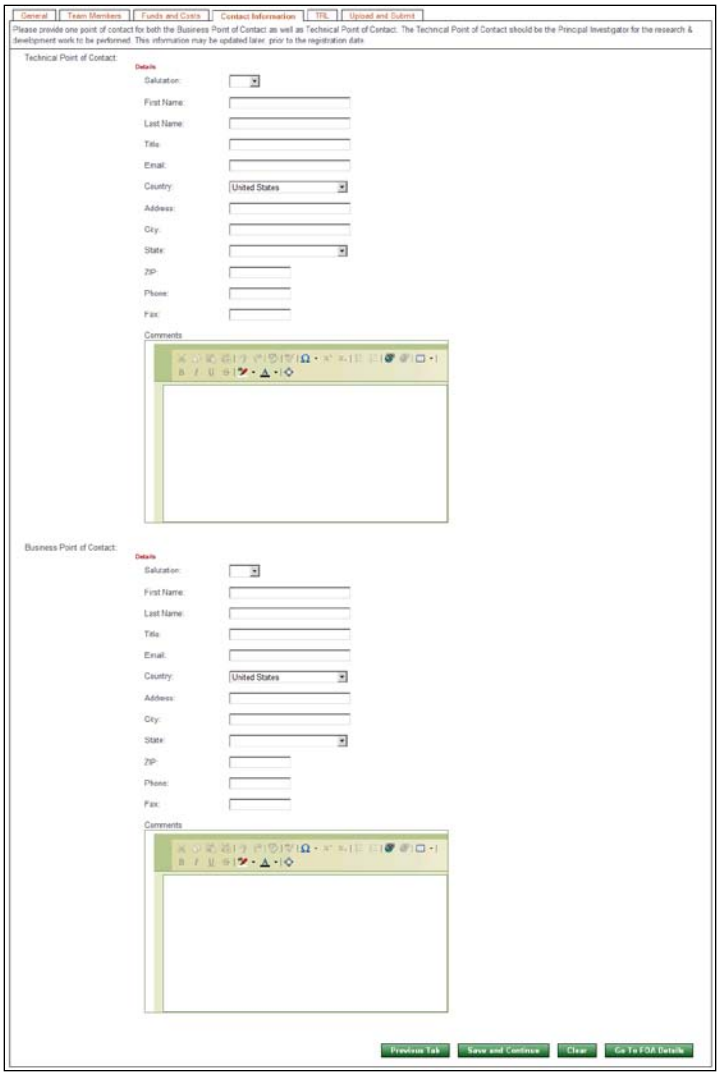


Figure 11. Contact Information Tab

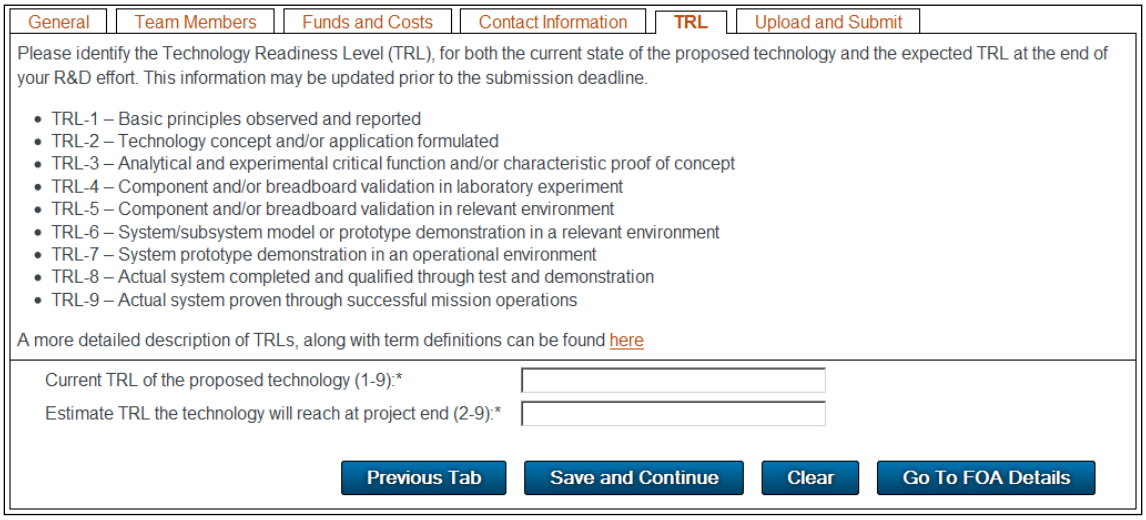
3.5 Technology Readiness Level (TRL)

Identify the Technology Readiness Level (TRL), for both the current state of the proposed technology and the expected TRL at the end of the research and development effort. This information may be updated prior to the submission deadline.

TRL levels are defined briefly as follows:

- TRL-1 – Basic principles observed and reported
- TRL-2 – Technology concept and/or application formulated
- TRL-3 – Analytical and experimental critical function and/or characteristic proof of concept
- TRL-4 – Component and/or breadboard validation in laboratory experiment
- TRL-5 – Component and/or breadboard validation in relevant environment
- TRL-6 – System/subsystem model or prototype demonstration in a relevant environment
- TRL-7 – System prototype demonstration in an operational environment
- TRL-8 – Actual system completed and qualified through test and demonstration
- TRL-9 – Actual system proven through successful mission operations

Specify current TRL of the proposed technology and the estimated TRL the technology will reach at project end on a 1 to 9 scale. Click Save and Continue and continue to the next tab.

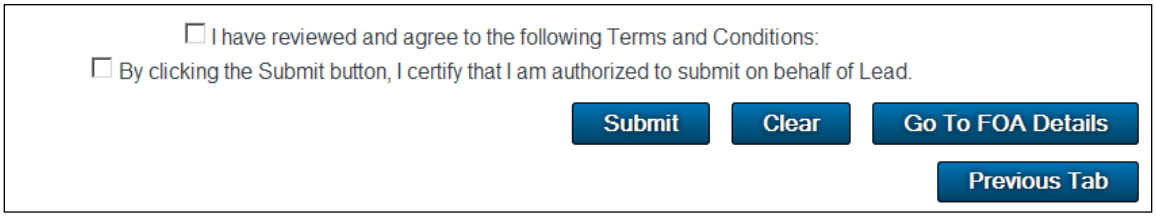

General
Team Members
Funds and Costs
Contact Information
TRL
Upload and Submit
Please identify the Technology Readiness Level (TRL), for both the current state of the proposed technology and the expected TRL at the end of your R&D effort. This information may be updated prior to the submission deadline.
TRL-1 – Basic principles observed and reported
TRL-2 – Technology concept and/or application formulated
TRL-3 – Analytical and experimental critical function and/or characteristic proof of concept
TRL-4 – Component and/or breadboard validation in laboratory experiment
TRL-5 – Component and/or breadboard validation in relevant environment
TRL-6 – System/subsystem model or prototype demonstration in a relevant environment
TRL-7 – System prototype demonstration in an operational environment
TRL-8 – Actual system completed and qualified through test and demonstration
TRL-9 – Actual system proven through successful mission operations
A more detailed description of TRLs, along with term definitions can be found here
Current TRL of the proposed technology (1-9):*
Estimate TRL the technology will reach at project end (2-9):*
Previous Tab
Save and Continue
Clear
Go To FOA Details
Figure 12. TRL Tab

3.6 Upload and Submit

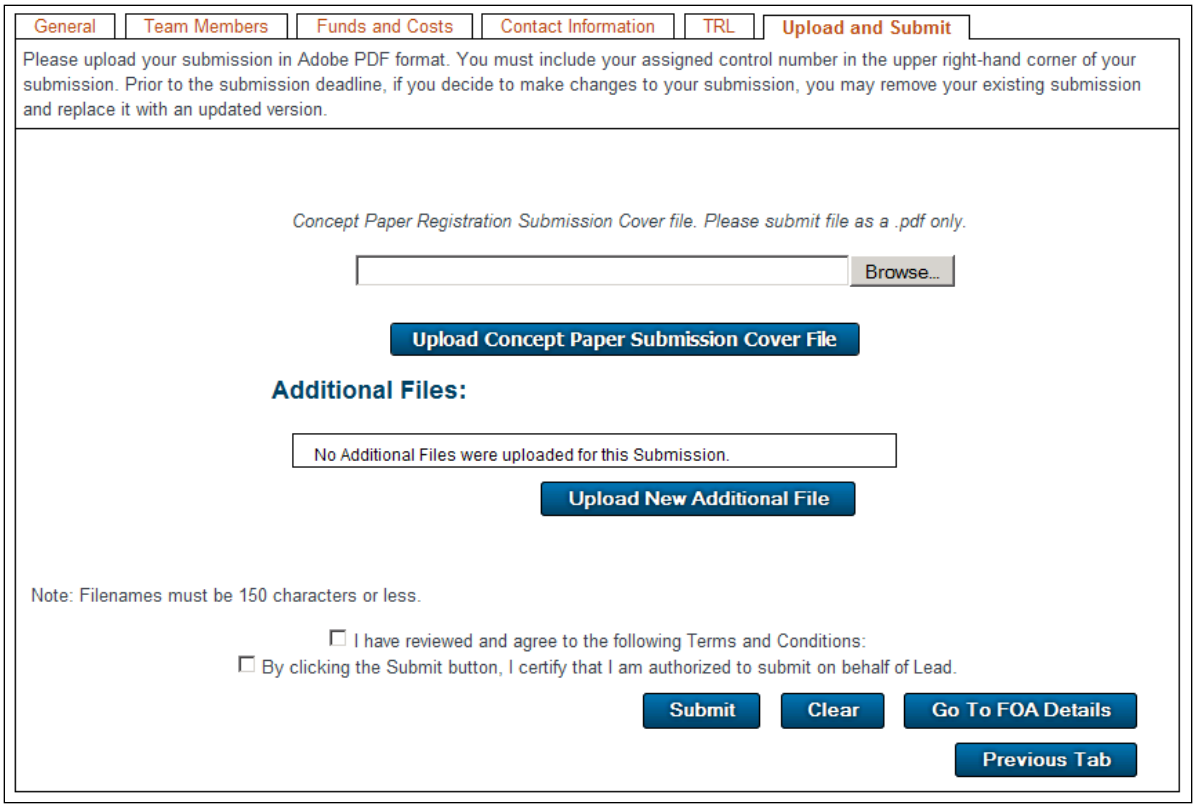
Upload the Concept Paper, Pre-Application, or other requested documentation in Adobe PDF format. Include the assigned control number in the upper right-hand corner within the document. To make changes to the uploaded document prior to the submission deadline, remove the existing file and replace it with an updated version.

To upload the file, click Browse..., then select the file to be uploaded and click the Upload Concept Paper Submission Cover File button. You can upload additional files by clicking the Upload New Additional File button.

Before submitting the Pre-Application documentation, check the box certifying that the applicant has reviewed and agreed to the terms and conditions that are specific to each FOA:


I have reviewed and agree to the following Terms and Conditions:
By clicking the Submit button, I certify that I am authorized to submit on behalf of Lead.
Submit
Clear
Go To FOA Details
Previous Tab
Figure 13. Sample Terms and Conditions

Click Submit to submit the Pre-Application documentation. A successful submission to the eXCHANGE website is acknowledged by a message on the screen, as well as by an automatically generated email notification containing the date/time stamp of the submission to the applicant.


General
Team Members
Funds and Costs
Contact Information
TRL
Upload and Submit
Please upload your submission in Adobe PDF format. You must include your assigned control number in the upper right-hand corner of your submission. Prior to the submission deadline, if you decide to make changes to your submission, you may remove your existing submission and replace it with an updated version.
Concept Paper Registration Submission Cover file. Please submit file as a .pdf only.
Browse...
Upload Concept Paper Submission Cover File
Additional Files:
No Additional Files were uploaded for this Submission.
Upload New Additional File
Note: Filenames must be 150 characters or less.
I have reviewed and agree to the following Terms and Conditions:
By clicking the Submit button, I certify that I am authorized to submit on behalf of Lead.
Submit
Clear
Go To FOA Details
Previous Tab
Figure 14. Upload and Submit Tab

3.7 Required Information

If required information is outstanding or needs modification, an explanation in red text will appear on the Upload and Submit tab. These items must be corrected before the application can be successfully submitted for a FOA. Submissions that fail to include required information will not be considered for review.

3.8 Other Information

Applications can be modified or deleted from the application process with the Edit or Delete button on the My Submissions tab. After the application is submitted, the applicant can replace previously uploaded files by clicking the Remove File link under the Upload and Submit tab. If the application does not need modification, the application is complete.

Successful submittal of Pre-Application documents will be specified on the Upload and Submit tab for the FOA.

Reference the My Submissions tab for a FOA to reference the status of an application.

The Logout button in the left navigation logs the applicant out of eXCHANGE. This ensures the security of the application and its contents.

4. Full Applications

To submit a Full Application and supporting information, the applicant must provide the requested information in the seven tabs as outlined in this section, and shown in Figure 15: 1. General, 2. Team Members, 3. Location(s) of Work, 4. Funds and Costs, 5. Contact Information, 6. TRL, and 7. Upload and Submit. The General, Team Members, Funds and Costs, Contact Information, and TRL tabs will already be populated from input provided during the Pre-Application phase.

Figure 15. Full Application Details with General Tab Highlighted

To move to the next tab, click on the tab name. Save work by clicking the Save and Continue button.

Note: *The* Go To FOA Details *button will take the applicant back to the FOA details. Please save information before returning to FOA or open FOA details in another window.*

4.1 General

This tab lists information provided during the Pre-Application phase. Please verify its accuracy before proceeding, particularly the Abstract previously submitted.

4.2 Team Members

This tab lists information previously provided in the Pre-Application phase. If an applicant wishes to add a new team member, click the Add New Team Member link. Continue to add all team members by repeating the process before proceeding to the next tab. An applicant may add multiple team members through this

process. As completed during Pre-Application phase, team member details for a new team member are to be filled out and saved by clicking the Save and Continue button.

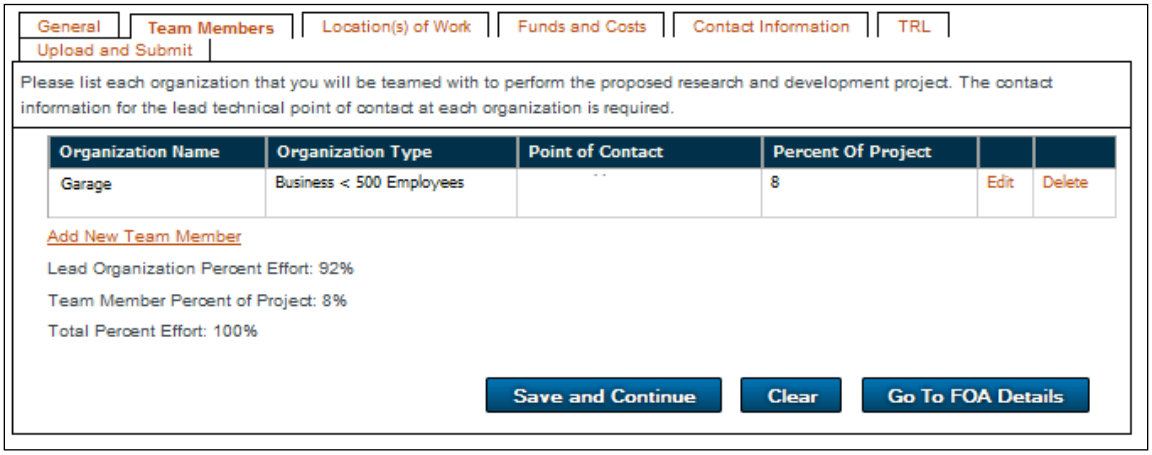


Figure 16. Team Members Tab

4.3 Location(s) of Work

This tab is unique to the Full Application process. To add a work location, click the Add Location button at the bottom of the page (shown in Figure 17). Applicants can add multiple locations, but only one location can be designated as the "primary" location. Then click the Save and Continue button and continue to the next tab. An applicant may add multiple work locations through this process.

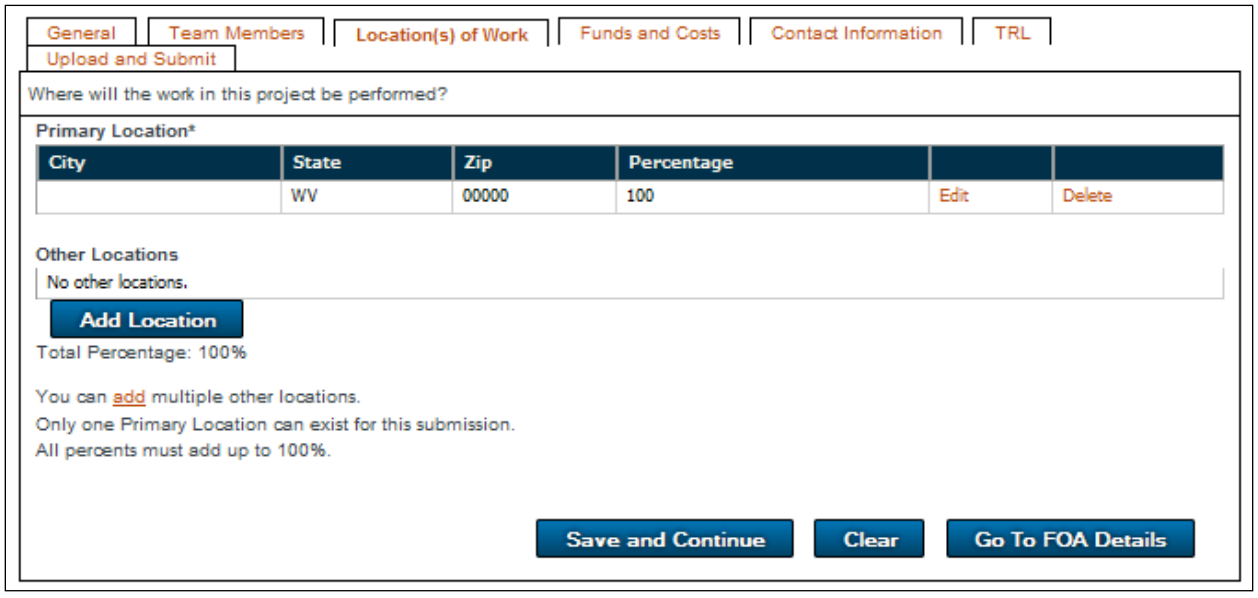


Figure 17. Location(s) of Work Tab

Location(s) of Work details are requested as follows:

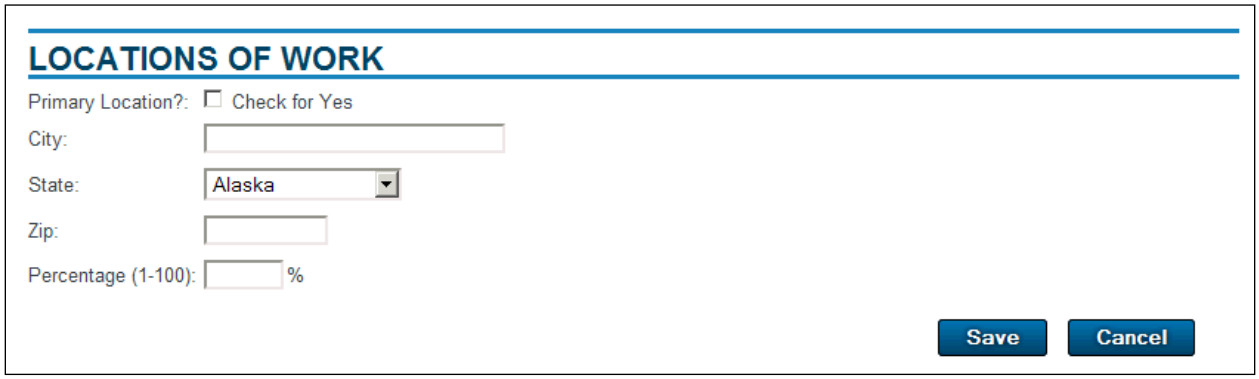


Figure 18. Location(s) of Work Details

4.4 Funds and Costs

Applicants can revisit the Funds and Costs information provided in the Pre-Application phase to make revisions during the Full Application phase. Updates to total cost, cost share, and funds requested from EERE can be made on the Funds and Costs tab, as in Figure 19.

Note: *Cost-sharing percentage is not updated until application information has been saved. The application cannot be saved until all required fields have been entered. As such, refer to cost share percentage after saving and before submitting.*

Note: *Please refer to the FOA for cost and period of performance constraints.*

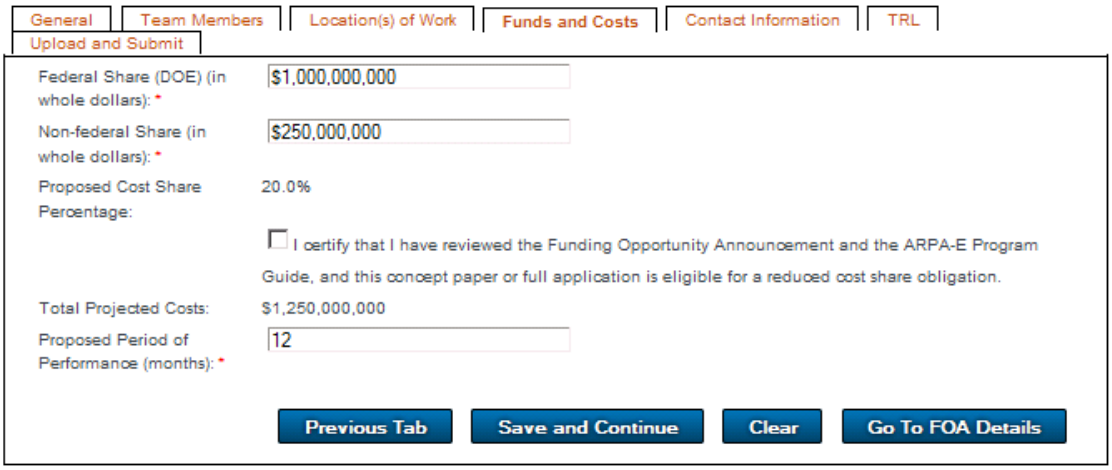


Figure 19. Funds and Costs Tab

4.5 Contact Information

If either the Business or Technical Point of Contact changes, the applicant revises this information on the Contact Information tab. The Technical Point of Contact should be the principal investigator for the research & development work to be performed. Click Save and Continue to update revised information.

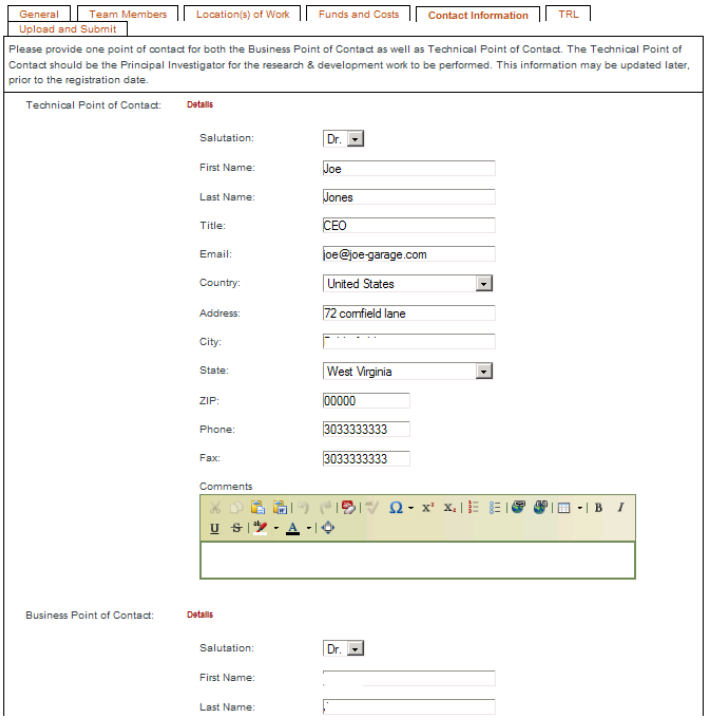


Figure 20. Contact Information Tab

4.6 Technology Readiness Level (TRL)

If the applicant has reassessed the Technology Readiness Level (TRL) for either the current state of the proposed technology or the expected TRL at the end of the R&D effort, revisions are made to the TRL tab.

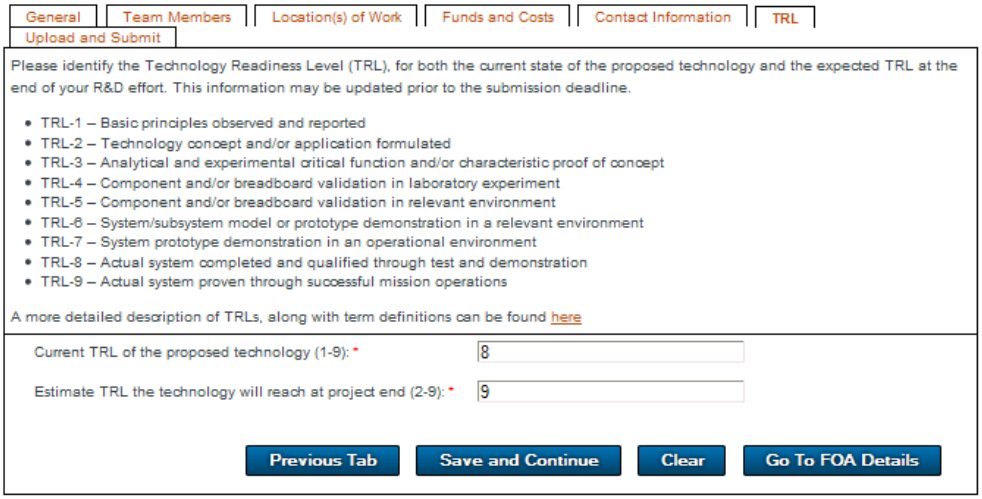

General
Team Members
Location(s) of Work
Funds and Costs
Contact Information
TRL
Upload and Submit
Please identify the Technology Readiness Level (TRL), for both the current state of the proposed technology and the expected TRL at the end of your R&D effort. This information may be updated prior to the submission deadline.
TRL-1 – Basic principles observed and reported
TRL-2 – Technology concept and/or application formulated
TRL-3 – Analytical and experimental critical function and/or characteristic proof of concept
TRL-4 – Component and/or breadboard validation in laboratory experiment
TRL-5 – Component and/or breadboard validation in relevant environment
TRL-6 – System/subsystem model or prototype demonstration in a relevant environment
TRL-7 – System prototype demonstration in an operational environment
TRL-8 – Actual system completed and qualified through test and demonstration
TRL-9 – Actual system proven through successful mission operations
A more detailed description of TRLs, along with term definitions can be found here
Current TRL of the proposed technology (1-9): *
8
Estimate TRL the technology will reach at project end (2-9): *
9
Previous Tab
Save and Continue
Clear
Go To FOA Details

Figure 21. TRL Tab

4.7 Upload and Submit

The full application submission requires multiple documents (as defined in the FOA) to be uploaded in Adobe PDF, Microsoft PowerPoint, or Microsoft Excel format. Revisions to uploaded documents can be made prior to the submission deadline by removing the desired document and replacing it with an updated version.

To upload the documents, click Browse... next to each description of the document, then select the file to be uploaded and click the Upload button. This process is repeated until all fields are complete. To upload additional files, click the Upload New Additional File button.

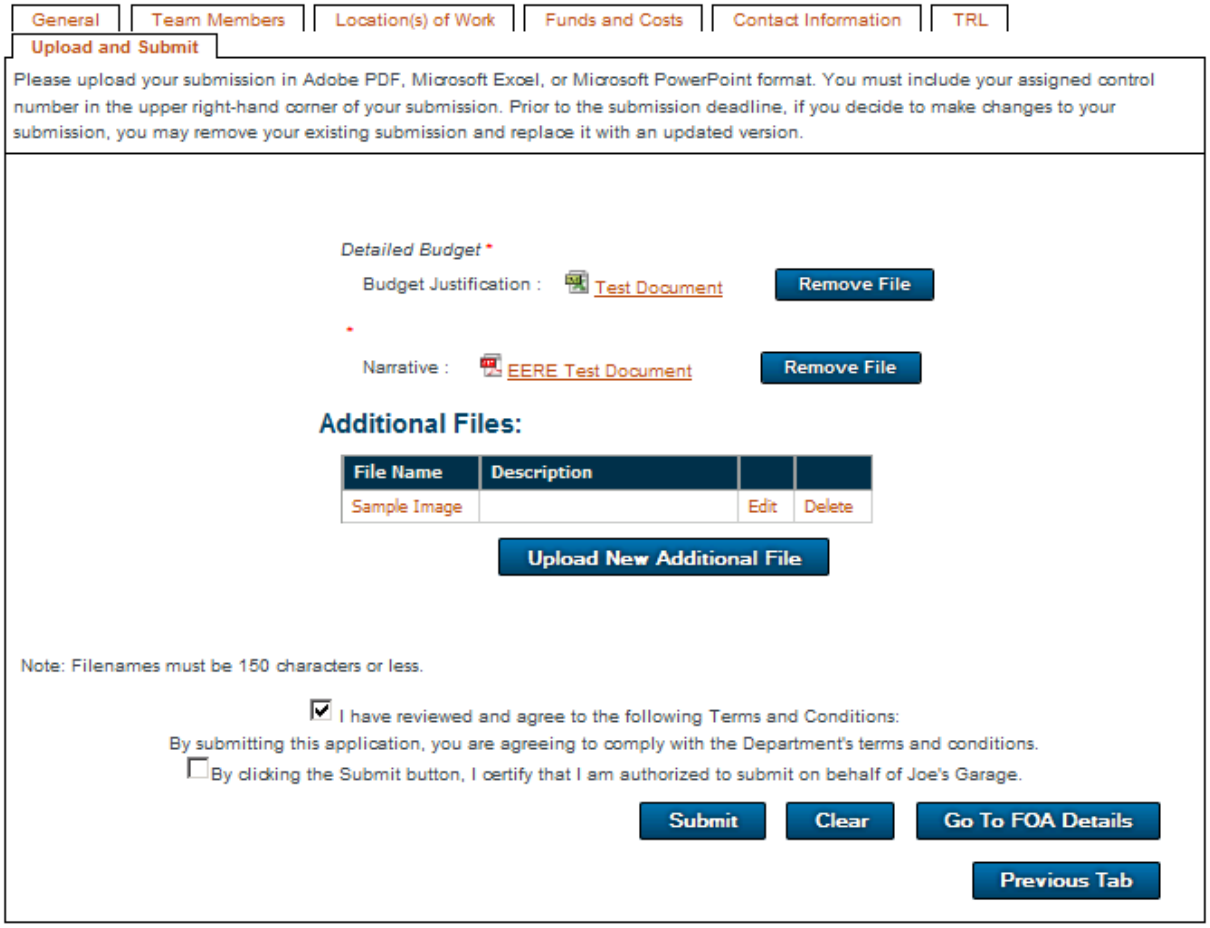

General
Team Members
Location(s) of Work
Funds and Costs
Contact Information
TRL
Upload and Submit
Please upload your submission in Adobe PDF, Microsoft Excel, or Microsoft PowerPoint format. You must include your assigned control number in the upper right-hand corner of your submission. Prior to the submission deadline, if you decide to make changes to your submission, you may remove your existing submission and replace it with an updated version.
Detailed Budget *
Budget Justification : Test Document
Remove File
Narrative : EERE Test Document
Remove File
Additional Files:
File Name
Description
Sample Image
Edit
Delete
Upload New Additional File
Note: Filenames must be 150 characters or less.
I have reviewed and agree to the following Terms and Conditions:
By submitting this application, you are agreeing to comply with the Department's terms and conditions.
By clicking the Submit button, I certify that I am authorized to submit on behalf of Joe's Garage.
Submit
Clear
Go To FOA Details
Previous Tab

Figure 22. Upload and Submit Tab

Before submitting the Full Application, check the box certifying that the applicant has reviewed and agreed to the terms and conditions as follows:

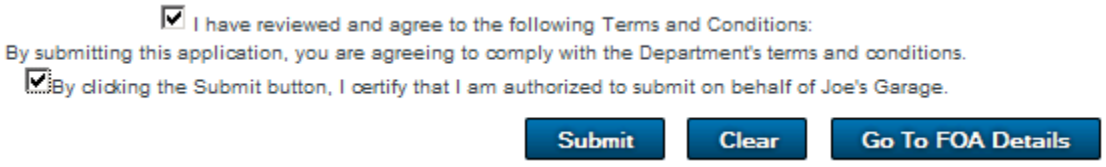

I have reviewed and agree to the following Terms and Conditions:
By submitting this application, you are agreeing to comply with the Department's terms and conditions.
By clicking the Submit button, I certify that I am authorized to submit on behalf of Joe's Garage.
Submit
Clear
Go To FOA Details

Figure 23. Sample Terms and Conditions

Prior to submitting the Full Application, the applicant should double-check to ensure that all required documents have been selected to be uploaded.. When all information is complete and files attached, the applicant should click Submit to submit the Full Application. A successful submission of a Full Application to the eXCHANGE website is acknowledged by a message on the screen, as well as by an automatically generated email notification containing the date/time stamp to the applicant.

4.8 Required Information

If required information is outstanding or needs modification, an explanation in red text will appear on the Upload and Submit tab. These items must be corrected before the application can be successfully submitted for a FOA.

4.9 Other Information

Applications can be modified or deleted from the application process with the Edit or Delete button on the My Submissions tab. After the application is submitted, the applicant can replace previously uploaded Full Application documents by clicking the Remove File link under the Upload and Submit tab of the Full Application submission. If the application does not need modification, the application is complete.

Successful submittal of a Full Application will be specified on the Upload and Submit tab for the FOA.

Reference the My Submissions tab for a FOA to reference the status of an application.

The Logout button in the top center and in the left navigation of all webpages logs the applicant out of eXCHANGE. This ensures the security of the application and its contents.

5. Response to Reviewer Comments

Following the evaluation of Full Applications, applicants will have the opportunity to read the comments of the proposal's reviewers. EERE will notify applicants via email that reviewer comments are available on the eXCHANGE portal. Applicants may then log in to their eXCHANGE account to access these comments. By selecting the appropriate FOA area to which the applicant applied, the applicant will then click on the **My Submissions** tab. This tab takes the applicant to a summary screen of their submissions. By clicking on the control number of the proposal, the applicant arrives at the Full Application detailed screen, where each uploaded file appears. Below that section, as shown in Figure 24, appears a new section for Reviewer Comments.

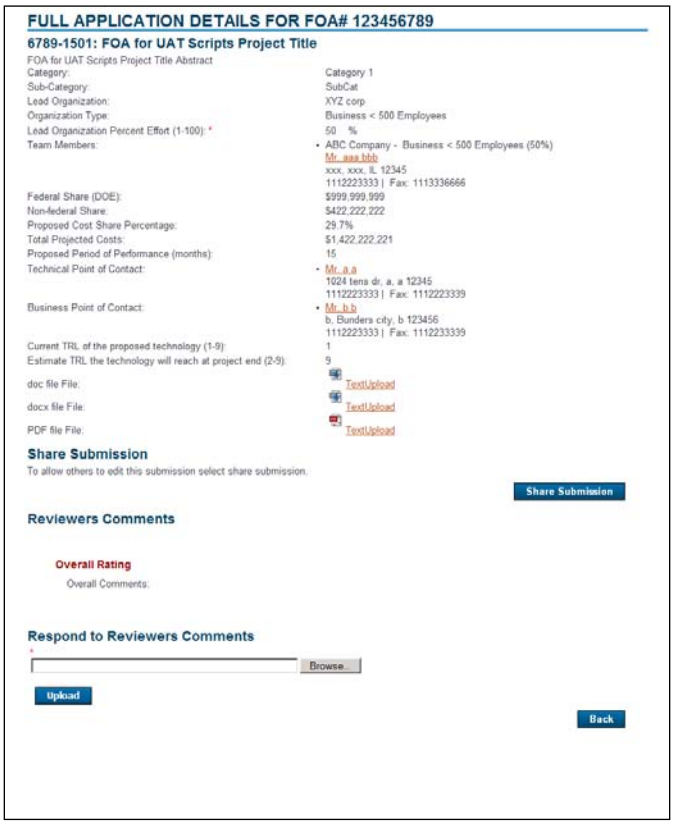


Figure 24. Reviewer Comments and Response Screen

If the applicant chooses to reply to the reviewer comments or submit additional or clarifying information, EERE provides a four-day window to submit replies in accordance with FOA guidelines.

Note: *Replies shall consist of not more than two pages of text and one of figures. Each page shall be formatted to fit on 8-1/2 by 11 inch paper with type not smaller than 12 point, except in figures and tables, and margins not less than one inch. The submission of other supporting materials along with the three page replies will not be considered for review. Internet links to web sites or information cited in the responses will not be read or considered. All responses must be written in English.*

Applicants can return to the eXCHANGE portal, navigate as described above to the Reviewer Comments screen, and upload a file by clicking on the Browse... button to select the file, as shown in Figure 25. Once identified, the file is submitted by clicking the Upload link.

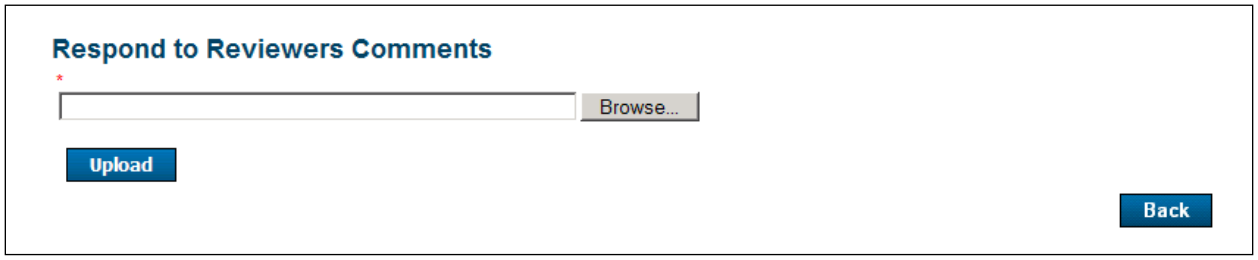


Figure 25. Response to Reviewer Comments

6. Share Submission

At any point in the application process, applicants will have the opportunity to share their submission with additional contributors. To do so, applicants must log in to their eXCHANGE account and select the My Submissions button in the left navigation. Applicants must then click the control number of the submission they wish to share, which opens the Pre-Application page or Full Application page in a new window, as shown in Figure 26.

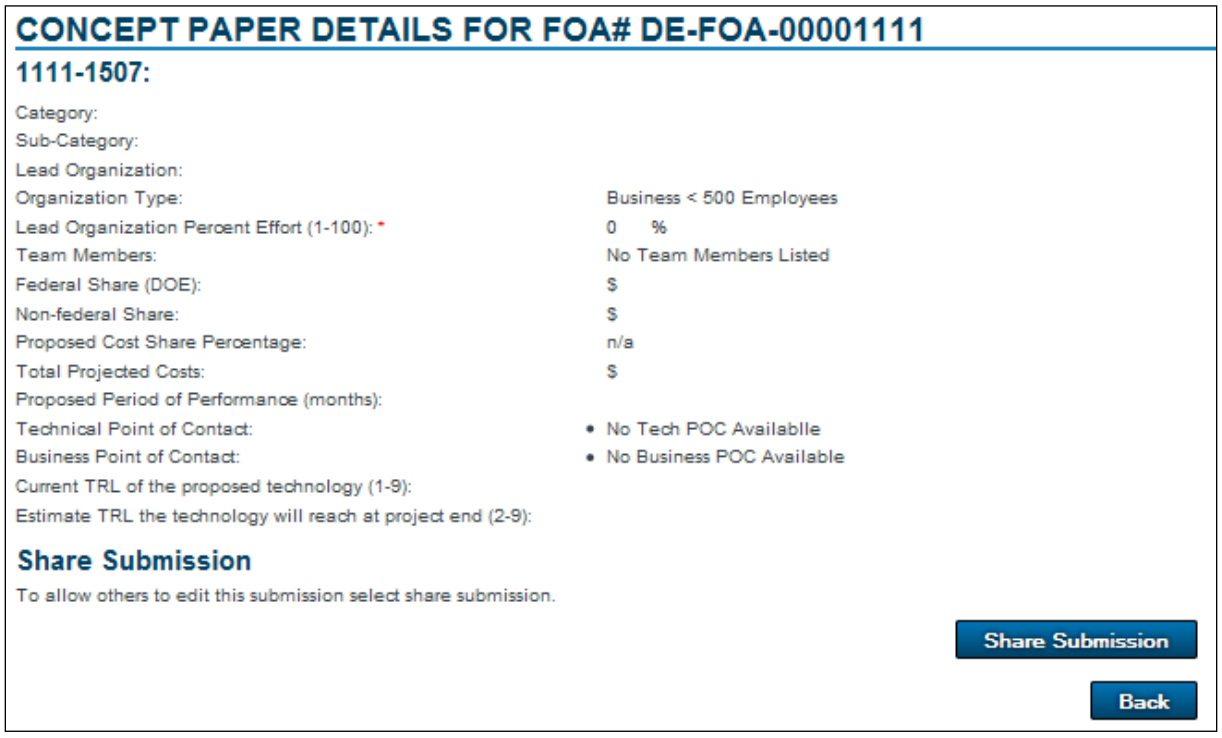


Figure 26. Response to Reviewer Comments

At the bottom of this page applicants must click the Share Submission button, which opens the "Submission Share" page, as in Figure 27.

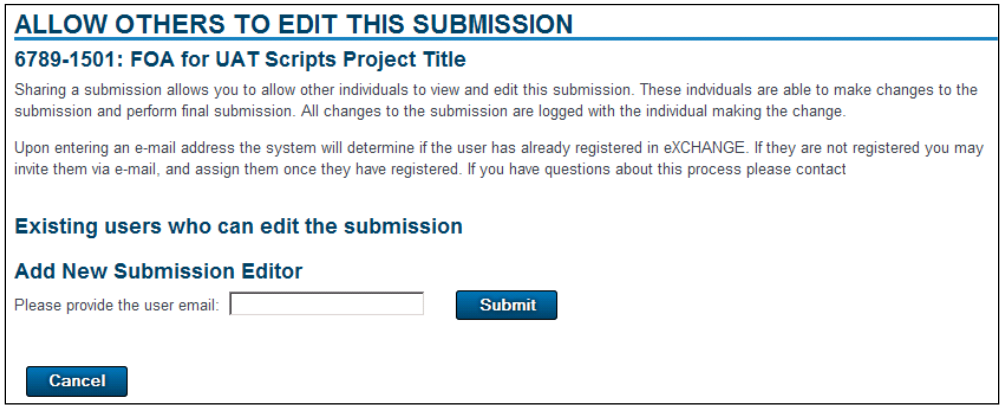

ALLOW OTHERS TO EDIT THIS SUBMISSION
6789-1501: FOA for UAT Scripts Project Title
Sharing a submission allows you to allow other individuals to view and edit this submission. These indviduals are able to make changes to the submission and perform final submission. All changes to the submission are logged with the individual making the change.
Upon entering an e-mail address the system will determine if the user has already registered in eXCHANGE. If they are not registered you may invite them via e-mail, and assign them once they have registered. If you have questions about this process please contact
Existing users who can edit the submission
Add New Submission Editor
Please provide the user email:
Submit
Cancel

Figure 27. Submission Share

Here, applicants can view their existing shares and add new shares. To add a new share, the applicant must enter the email address of the individual with which they wish to share in the Please provide the user email: field and click the Submit button. If the user is already registered in eXCHANGE, users will be prompted to Confirm their new share. If the user is not registered in eXCHANGE, users will be given the option to send an automated email inviting the user to join eXCHANGE and view their submission. Users can also add a personal message to the individual with which they are sharing the submission, as shown in Figure 28.

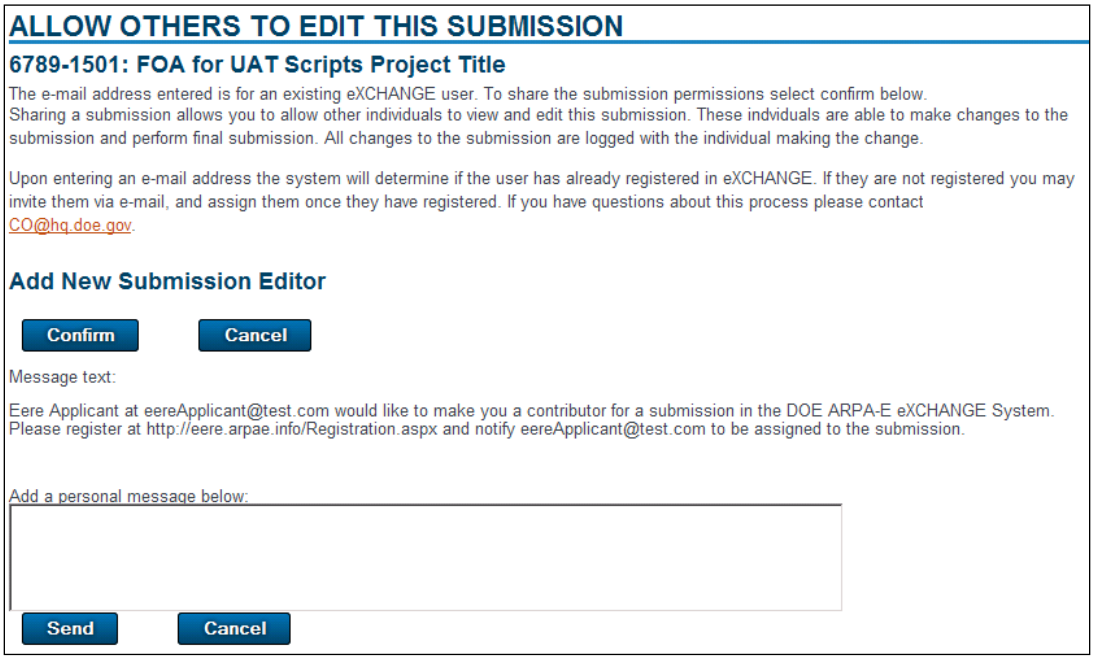

ALLOW OTHERS TO EDIT THIS SUBMISSION
6789-1501: FOA for UAT Scripts Project Title
The e-mail address entered is for an existing eXCHANGE user. To share the submission permissions select confirm below.
Sharing a submission allows you to allow other individuals to view and edit this submission. These indviduals are able to make changes to the submission and perform final submission. All changes to the submission are logged with the individual making the change.
Upon entering an e-mail address the system will determine if the user has already registered in eXCHANGE. If they are not registered you may invite them via e-mail, and assign them once they have registered. If you have questions about this process please contact CO@hq.doe.gov.
Add New Submission Editor
Confirm
Cancel
Message text:
Eere Applicant at eereApplicant@test.com would like to make you a contributor for a submission in the DOE ARPA-E eXCHANGE System.
Please register at http://eere.arpae.info/Registration.aspx and notify eereApplicant@test.com to be assigned to the submission.
Add a personal message below:
Send
Cancel

Figure 28. Send Message to New Share

7. Other Information

The Logout link in left navigation logs the applicant out of eXCHANGE. This ensures the security of the application and its contents.

After 25 minutes of inactivity, the system will automatically warn users that they will be logged out of the system in 5 more minutes—please click Save frequently to avoid losing your work.

This document will be amended as eXCHANGE evolves so your comments are welcomed and appreciated!